



# LANGSTONE PRIMARY ACADEMY

## First Aid Policy

<b>Status &amp; Review Cycle:</b>	Statutory Annual
<b>Date Reviewed:</b>	October 2025
<b>Next Review Date:</b>	October 2026

### POLICY STATEMENT

Schools are required to make first aid provision for staff, pupils and visitors at all times when on the school premises. This policy should be read in conjunction with the Health, Safety, Welfare and Fire Policy and the Medicines and Supporting Pupils with Medical Conditions Policy. Reading these policies will be part of the induction of all new staff. As part of the induction process new staff are given details of the first aiders in school and shown where first aid supplies are stored.

### PURPOSE

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of all staff
- Enables staff to see where their responsibilities are
- Ensures good first aid cover is available in the school and on visits

### APPOINTED PERSONS

In school we ensure that there are at least two emergency first-aid trained members of staff in school. All class-based staff are first aid trained. The emergency first aid staff are Mrs Campbell, Mrs Arnold and Mrs Ponsford. They will take charge when someone is seriously injured or becomes ill and call the emergency services.

### FIRST AID ROOM

Our medical/first aid room is located by the main office on both sites. The first aid room meets St Johns Ambulance recommendations. All Individual Health Care Plans for pupils are located in the medical room. First Aid Kits are located in all classrooms, the staff room, office, after school club and in each minibus. Travelling first-aid kits are also available from the medical room. Emergency first aiders are responsible for the inventory, upkeep and stock of first aid supplies and should be informed of any shortages. Stock should be checked for expiry date in a timely fashion (at least every 3 months).

### ROLES AND RESPONSIBILITIES

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

### ACCIDENT AND INJURY REPORTING

All pupil first aid incidents should be recorded in the class first aid log. If necessary, staff should speak to the parent/carer concerned. Where a child has any minor bump to the head or a facial injury, the parent/carer will receive a text message and a 'bumped head' letter will be sent home with the child. Where a child has a serious injury, the staff member should inform the Headteacher or deputy Headteacher and an Emergency first aider. Parents will be contacted immediately by phone call. An accident report form should be completed when a child has a more serious accident e.g. a broken bone. An accident report form should be completed by any adult who has suffered from any type of accident or

incident. These forms are available in the Site Manager's Office. Mr Talmond (Site Manager) is the appointed Health and Safety Officer and oversees these procedures, whilst the Headteacher maintains all responsibility as duty manager.

## EMERGENCY ARRANGEMENTS

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person are to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where necessary the school will always notify the parents of their child's accident if it:

- Is considered to be a serious injury
- Requires attendance at hospital
- Requires a head bump letter

Langstone Primary Academy's procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should parents not be contactable. Langstone Primary Academy will also try to contact parents/carers via the Parentmail text message service.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## DEFIBRILLATOR LOCATION

Cardiac arrest can happen to anyone, including children, and the first few minutes are vital. Both schools have a defibrillator on site and all staff have been trained in its use. The Defibrillator is stored in the main office on the KS2 site and the Medical Room on the KS1 site, they are accessible to staff at all times. This device is checked regularly by the Emergency First Aiders.

## CONTACTING EMERGENCY SERVICES

A copy of this First Aid Policy needs to be placed by the main office phones.

Dial 999 or 112, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat the information if asked.

1. Your telephone number: EYFS/KS1: **02392 832642** KS2: **02392 824138**
2. Your Name
3. Your location as follows: **Langstone Primary Academy, Lakeside Avenue, Portsmouth, Hampshire, PO3 6EZ.**  
Lakeside Avenue School Office - what3words - circle.admiral.ladder  
Stride Avenue School Office - what3words - bumpy.goals.index
4. Provide the exact location of the patient within the school setting.
5. Provide the name and age of the patient along with a brief description of their symptoms.
6. Arrange for a member of staff to meet the ambulance at the school entrance.

All members of staff are basic first aid trained. There are at least two members of staff on site who are emergency first aid trained:

**EMERGENCY FIRST AIDERS:**

1. Mrs Campbell
2. Mrs Arnold
3. Mrs Ponsford

Linked to: Medicines & Supporting Pupils with Medical Conditions Policy, Child Protection & Safeguarding Policy, Intimate Care Policy